

John Makowski

johnalexmakowski@gmail.com - 470-538-1715 - www.linkedin.com/in/john-makowski-176b8822b -
Atlanta

Seeking a Position As

Bookkeeper | Staff Accountant | Payroll Accountant

I am pursuing full-time employment as an accountant. I would love the opportunity to work with your accounting team. Using what I have learned as an accounts payable/receivable accountant, bookkeeper, payroll accountant, and as a student; I am sure I can contribute to your workforce and learn even more in the process.

Skills & Expertise

- Financial Statement Review
- Bookkeeping & Account Management
- Generally Accepted Accounting Principles (GAAP)
- Microsoft Excel and Data analysis
- Microsoft Office Suite applications
- QuickBooks

Professional Experience

Reliable Paper/Faucette Ventures Sept. 2023 – Nov. 2024

Accounts Payable/Receivable Accountant

- Tasked with proper transfer of all invoices from several software and formats into QuickBooks.
- Tasked with drafting and sending invoices to customers.
- Calculation of discounts and adjusting entries.
- Knowledge of proper tax practices depending on customer or vendor.

Bookkeeper

- Tasked with maintaining accounts in QuickBooks online for multiple businesses owned by the same people (Reliable Paper).
- Tasked with fixing discrepancies in accounts caused by poor bookkeeping in the past for both companies.
 - Involved in depth research into the cause of discrepancies across multiple software including LogicBlock and Printavo.
 - **Result: Fixed bookkeeping discrepancies of \$90,000 for Reliable Paper and over \$900,000 for Faucette Ventures.**

ITM Toner Nov. 2024 – Present

Payroll Accountant

- Tasked with Processing payments for all employees in accordance with W-4 information provided.
- Knowledge of compliance with state and federal law and regulation regarding payroll.
- Familiarity with QuickBooks and Sage.

Pursuing Bachelor's degree in accounting at Kennesaw State University – Expected Grad. May 2026